

# **DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE**

Patrick Air Force Base, Florida 32925-3399  
[www.patrick.af.mil/deomi/deomi.htm](http://www.patrick.af.mil/deomi/deomi.htm)



## **STUDENT HANDBOOK**

**AUGUST 2001**

**“Promoting Infinite Dignity and Worth”**

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## **BACKGROUND INFORMATION (SECTION I)**

### **I-1 PHILOSOPHY**

The Defense Equal Opportunity Management Institute (DEOMI) curriculum is based on the Department of Defense (DoD) Human Goals Charter, which states:

“Our nation was founded on the principle that the individual has infinite dignity and worth. The Department of Defense, which exists to keep the Nation secure and at peace, must always be guided by this principle. In all that we do, we must show respect for the serviceman, the service-woman, the civilian employee, and family members, recognizing their individual needs, aspirations, and capabilities. The defense of the Nation requires a well-trained volunteer force, military and civilian, regular and reserve. To provide such a force, we must increase the attractiveness of a career in the Department of Defense so that Service members and civilian employees will feel the highest pride in themselves, their work, their organization, and their profession.”

### **I-2 PURPOSE**

To enhance combat readiness by fostering positive human relations throughout a diverse Armed Forces.

### **I-3 MISSION**

The mission of DEOMI is to serve as the center of excellence for equal opportunity (EO) and human relations and to translate increased awareness of issues into improved leadership. The goals of DEOMI are:

- a. Provide training for Armed Forces personnel who are assigned EO and Equal Employment Opportunity (EEO) responsibilities in accordance with established criteria.
- b. Perform EO and associated human relations research in conjunction with the Armed Forces, and monitor and disseminate research findings.
- c. Provide input to the DoD leadership in formulating EO/EEO policy throughout the Armed Forces.
- d. Provide EO training or consultation services to the DoD organizations and, as determined by the Commandant, to agencies in education, industry, or the private sector.
- e. Collect and disseminate information to assist EO advisors and human relations professionals in performing their duties.

## **I-4 HISTORY**

As a result of the violent and nonviolent disorders of the late 1960s, and considerable study by an Inter-service Task Force on Education in Race Relations (1970 Theus Report), DoD established the Defense Race Relations Institute in June 1971, the original name for DEOMI. The first staff members arrived in September 1971 and the "Pilot Class" graduated in December 1971.

Since 1971, the course has changed from its initial 7-week to the present 15-week program. Early instruction focused on societal rather than military problems. Emphasis was placed upon personal discrimination and confrontation. From 1974 to 1976, the course was conducted as a 2-phase, 10-week program which coupled personal awareness and sensitivity (Phase I) with "real-world" military environment (Phase II) training.

In November 1977, the Human Relations Education Board (HREB), the policy-making body for DoD EO matters, decided upon a new direction and revitalization specifically designed to meet the needs of the Services. A key element was to emphasize skill training and awareness training with all instruction having military application. Training was directed toward examining institutional discrimination and pursuing consultation skills.

The HREB met in April 1978 and approved the newly designed Equal Opportunity Staff Advisor Course 15-week curriculum, which began in June 1978. By expanding the course from 10 to 15 weeks, many organizational development skills were incorporated. Also, instruction was expanded on racism, sexism, anti-Semitism, and many cross-cultural subjects. The development of officer and noncommissioned officer staff skills was heightened; however, the graduates were to have no lesser skills in the areas of training taught under previous programs. In August 1993, the title was changed to the Equal Opportunity Advisor Course.

In July 1979, the Institute implemented another "Pilot" course, the Reserve Components Course (RCC), consisting of correspondence and residence phases. The course content parallels the resident course and takes 1 year to complete. The first RCC graduated on July 25, 1980. In 1996, the title was changed to the Equal Opportunity Advisor Reserve Components Course.

In April 1987, the Secretary of Defense directed the Assistant Secretary of Defense for Force Management and Personnel to establish the Defense Equal Opportunity Council (DEOC) to coordinate policy and program review of the Military Departments' civilian and military EO efforts. The purpose of the DEOC is to address issues common in the Military Departments, monitor progress of program elements, and advise the Secretary of Defense concerning policies and matters relating to civilian and military EO.

From the outset until today, the Institute continues to meet its overall goal of helping the Armed Forces attain and maintain the highest degree of organizational effectiveness and combat readiness through the promotion of harmonious relations within all DoD activities.

## **I-8 EDUCATIONAL METHODOLOGY**

The Institute utilizes all three domains of learning. The cognitive domain deals with theories and basic information pertinent to EO. The affective domain deals with values, attitudes, and sensitivities related to EO. The psychomotor domain deals with performing the actual tasks, skills and behaviors that will be required in the field. The training is accomplished through a variety of means including lectures, seminars, small group training, simulations, and practical exercises.

## **I-9 STAFFING**

The Commandant's position normally rotates between the Army, Navy, and Air Force every 3 years. The staff includes military personnel selected from the Army, Navy, Air Force, Marine Corps, Coast Guard, Army and Air National Guard, Army Reserves, Air Force Reserve, and Department of the Air Force civilians. The military component includes officers in grades O-3 through O-6 and enlisted personnel from grades E-4 through E-9.

## **I-10 STUDENTS**

Students are selected to attend the Institute by their respective Services based on Service needs and DoD criteria. After graduation from the EOA Course or the EOARCC, students proceed to their assignments fully trained for immediate employment as EOAs.

## **I-11 INSTITUTE FACILITIES**

Primary activities of the Institute are conducted in a four-building complex at Patrick AFB, Florida. Building 559, 740 O'Malley Road, houses the main administrative offices and seven seminar-size classrooms. Additional classrooms and offices are located at 698 O'Malley Road (Building 560) and 664 O'Malley Road (Building 561). The auditorium, 1230 Jupiter Street Building 530) has two large auditoriums. The main auditorium (Auditorium One) seats 150 students and the smaller auditorium (Auditorium Two) seats 70 students. Most lectures are presented in the auditoriums. The Institute Library, located in Building 560, contains over 12,000 books, numerous research reports, audiovisual items, professional journals, and newspapers. It also has microfiche readers, reader-printers, videotape cassette players, and TV monitors.

For the purpose of research, there is a CD ROM based information service system. Computers, word processors, and typewriters are available for students to use to prepare their writing assignments and projects. However, due to the limited number of computers, we strongly recommend students bring their own.

## **GENERAL INFORMATION (SECTION II)**

### **II-1 PATRICK AFB (VIA AUTO)**

Patrick AFB is located on Highway A1A between Cocoa Beach and Satellite Beach. The most direct route is via I-95, to Wickham Road (exit marker 73), approximately 10 miles south of Cocoa; proceed east on Wickham Road to the Pineda Causeway (Florida Route 404), turn east (toward the ocean) and cross Pineda Causeway to Florida Highway A1A and proceed north about 2-1/2 miles to the main gate. Highway A1A runs parallel to the base.

### **II-2 PATRICK AFB (VIA COMMERCIAL AIR)**

There are two major airports servicing the Patrick AFB area: Melbourne International Airport (20 miles from the base), and Orlando International Airport (60 miles from the base). Airport shuttle/limousine service is available to and from Melbourne International Airport; call (321) 724-1600 (for Florida residents) or 1-800-826-4544 (for non-Florida residents) for reservations or check with the airport counter clerk upon your arrival (cannot pick up from Orlando International Airport). Shuttle and limousine services from Orlando International Airport to Patrick AFB are available. Currently, the shuttle service departs the Orlando Airport every 2 hours beginning at 0900. The last shuttle departs Orlando Airport at 1900. You should call Cocoa Beach Shuttle (321) 784-4144 (for Florida residents) and 1-800-633-0427 (non-Florida residents) to verify schedule times. Cost for taxi service from the Orlando International Airport to Patrick AFB is approximately three or four times the cost of the shuttle or limousine.

### **II-3 REPORTING AND IN-PROCESSING (PATRICK AFB, FL)**

Report 1 day prior to class start date directly to VOQ/VAQ, Space Coast Inn, 820 Falcon Avenue (Building 720), for lodging assignment. Reservations have already been made for you. Check-in is not earlier than 1500 and not later than 2400 on the report date. If you cannot check-in by 2400, you must call DSN 854-2075 or Commercial (321) 494-2075. Students arriving prior to the report day **must** inform the Student Management office at DSN 854-5381 or (321) 494-5381.

Centralized in-processing will be held at the Major General Lucius Theus Auditorium, 1230 Jupiter Street (Building 530), on the start date of each class. Service representatives will be available for personnel, finance, and administrative matters.

### **II-4 UNIFORM/DRESS REQUIREMENTS (PATRICK AFB, FL)**

GENERAL. All students should bring raincoats and/or umbrellas. Authorized lightweight military jackets (windbreakers) should be brought during winter months. Personnel should ensure they bring a sufficient quantity of uniforms. The Air Force Clothing Sales Store stocks a very limited selection of clothing and accessories for non-Air Force personnel. Mail orders of Army items are accepted and filled by the Clothing Sales Store, Fort Stewart, and Georgia. Navy and Coast Guard personnel should not depend upon the PAFB store for any requirements. (However, the Naval Training Center, Orlando, can provide most Navy items and limited Coast Guard uniform articles are available at the Coast Guard station Cape Canaveral). Coast Guard personnel should bring an adequate supply of spare items.

MILITARY. Uniforms with nametags (wear of ribbons is encouraged) will be worn to all classes, including in- and out-processing. The summer uniform is worn all year at Patrick AFB; however, from November through March there are occasions when lightweight winter clothing is more appropriate. Duty uniform for classes is any authorized Service uniform unless otherwise specified.

a. Required Uniforms for Class Attendance.

- (1) Army. Individuals must bring Class A, Class B, and BDUs.
  - (2) Marine. Summer Service "A," "C," Deltas, and utility uniforms.
  - (3) Navy. The summer uniforms are used year round. Officers and Chief Petty Officers must bring summer white, service khaki, and working khaki uniforms. E6 and below must bring the service dress white (jumpers), summer white and dungarees/utilities.
  - (4) Air Force. Individuals must bring Service Dress, Blues, and BDUs.
  - (5) Coast Guard. Individuals must bring the Service Dress Blue, Tropical Blue Long, and Working Blue.
- b. Class A, Service Dress, or Summer White will be worn when guest speakers O-7 or civilian equivalent are scheduled.

c. Physical Training Uniform. Shorts or jogging pants and T-shirts with appropriate running shoes. Civilian students may participate if they desire. Also, non-marking soles are required if you desire to use the gym. Army students attending the course (Active, Guard and Reserve) are required to bring their Army PT uniform.

CIVILIAN. Civilian personnel are expected to comply with reasonable dress and grooming standards as outlined in their individual Service's directives. Clothing that contributes to an unsafe, nonproductive, or disruptive environment is prohibited. Civilian personnel should also bring rain gear and light winter clothing during winter months.



OFF DUTY. Each person should bring sufficient casual clothing for off-duty time. The VOQ and VAQ are equipped with self-service washers and dryers. Dry cleaning is available through the two outlets on base.

## **II-5 HISTORY OF THE BASE**

The U.S. Navy during World War II initially established Patrick AFB. It was activated on October 1, 1940, as the Banana River Naval Air Station, serving as a base for antisubmarine sea patrol planes during the war. The sea plane ramps are still in service at the base, now used by Patrick AFB personnel to launch and retrieve private boats.

The base was deactivated in 1947. On September 1, 1948, the Banana River Naval Air Station was transferred to the Air Force and maintained in a standby status awaiting activation of the Joint Long-Range Proving Ground.

On June 10, 1949, the station was renamed Joint Long-Range Proving Ground Base. When the Air Force was given responsibility for developing and operating the range in May 1950, the name of the base was changed to Joint Long-Range Proving Ground Air Force Base. Three months later, on August 1, 1950, it received its present name, Patrick AFB, in honor of Major General Mason M. Patrick.

Today, the 45th Space Wing serves as the host unit for a variety of tenants. The largest is the Air Force Technical Applications Center. There are also Army and Navy organizations located on the installation and a variety of other Air Force units.

Patrick AFB is closely allied with all communities within Brevard County. The closest of these are Cocoa Beach on the north and Satellite Beach on the south.

Cocoa Beach is located along one of the world's finest beaches. In comparison to the nearby mainland, its winters are milder and its summers are cooler.

Satellite Beach is located 2 miles from Patrick AFB on Highway A1A and extends from the Atlantic Ocean to the Banana River. Its elevation is 13 feet, one of the highest along the beach.

Other neighboring cities to Patrick AFB include Titusville, Cocoa, Palm Bay, Rockledge, and Melbourne on the Florida mainland, and the beach side communities of Melbourne Beach, Indialantic, Indian Harbor Beach, and Cape Canaveral.

Orlando is approximately 60 miles west and is reached via Highway 520 to Route 50 or via Highway 528 the BeeLine Expressway (toll road). This city offers a variety of entertainment ranging from cultural activities to sports events. Just south of Orlando is Florida's stellar entertainment center, Disney World, which includes the world famous Epcot Center. Its many and varied exhibits and attractions are sure to please individuals of all ages and interests. Military discount cards and available tours for Disney World, Sea World, Universal Studios, and other Florida attractions can be obtained from the Ticket Office located in the mini-mall next to the PAFB Post Office.

## II-6 BASE FACILITIES

a. Lodging. The DEOMI Student Management Office makes reservations for all incoming students. Upon arrival, all students must report to the Space Coast Inn, Building 720, Falcon Avenue, **not earlier than 1500 on the report date of the course**. If you are coming from overseas and will be arriving before the report date, contact Student Management at DSN 854-5381/4923 or Commercial (321) 494-5381/4923 and they will notify the Space Coast Inn. Be aware that it is very possible you will be placed in a room that has a private bedroom but the bathroom and common area is shared with one other person. Lodging charges on-base range from \$18 to \$35 per day depending on the type of room assigned. All students (including Reserve/Guard in an AT status) must pay their lodging expenses.

Lodging **IS NOT** available for families. Students are highly discouraged from bringing their families with them while attending DEOMI. Students will not be issued statements of nonavailability for lodging to reside off base. For specific information regarding government quarters call the Space Coast Inn, Patrick Air Force Base, at DSN 854-2075 or Commercial (321) 494-2075. In Brevard County, if you rent or lease any living quarters in a hotel, motel, apartment house, rooming house, tourist or trailer camp, or condominium unit for a period of 6 months or less, you may be paying a 9 percent transient rental tax.

MAJOR LODGING PROBLEMS: Dial on an in-house telephone 1+1150 and report your problem (includes such items as showers, toilets, air conditioning, etc.).

MINOR LODGING PROBLEMS: Dial on an in-house telephone 1+1150 (includes such items as light bulbs, insect control, etc.).

HOUSEKEEPING: Dial on an in-house telephone 1+7111 and report your problem.

In order to follow up on your complaint, complete a Lodging Maintenance Problem Form and turn it into Student Management, Building 559, Second Floor, Room 30, the same day you report the problem. If the call occurs on a nonduty day, bring the form in on the next scheduled class date; however, call the telephone numbers above when the problem arises. Do not contact the Lodging Office Front Desk Clerk during normal duty hours.

### (2) RECEIVING CABLEVISION

DEOMI students residing on base in billeting have basic TV cable that they receive free of charge.

b. Dining Facilities. Riverside Dining Facility, 404 Endeavor Rd (Building 350), behind the mini-mall and next to the Banana River.

### (1) ENLISTED AND OFFICERS: TDY, TAD, OR ADT

BREAKFAST, LUNCH, AND DINNER. Available. Cost of food plus surcharge. The dining facility charges by the item for food and drinks. All meals are considered available.

(2) ENLISTED: RESERVE/GUARD ON ANNUAL TRAINING (AT)

BREAKFAST, LUNCH, AND DINNER. Available. AT enlisted personnel will not be personally charged for meals at time of consumption. Their unit of assignment (home base unit) is responsible for payment and will be billed by the dining facility. Individuals in an AT status are required by paragraph U7150, DoD Joint Travel Regulation, to eat all three meals in the Riverside Dining Facility. Individuals must provide a copy of their AT orders to the cashier during their initial visit. Persons electing not to eat at the dining facility will not be reimbursed for expenses.

(3) CIVILIANS: TDY OR TAD

BREAKFAST, LUNCH, AND DINNER. DoD civilians receiving the meal portion of per diem are authorized to use the dining facility if they elect. Cost of food plus surcharge. The dining facility charges by the item for food and drinks. Any meals consumed in the dining facility by civilians must be claimed on their travel settlement voucher. Additionally, the Officers' Club is available for the lunch and dinner meals for GS-9 and above, and the Enlisted Beach Club for GS-8 and below.

(4) TO OBTAIN THE LUNCH AND DINNER MENU AT THE RIVERSIDE DINING FACILITY: Call "Dial-A-Menu" at 4-2845.

(5) TRANSPORTATION TO PROCURE MEALS: The Riverside Dining Facility is within walking distance of the student dorms and classrooms.

(6) DISAGREEMENTS: If a student disagrees with their orders, it is their personal responsibility to coordinate with their unit for an amendment to orders.

c. Base Support. The theater, library, chapel, service station, sports fitness center, and gymnasium are all within two blocks of the Institute and dormitories. A Base Exchange (BX) mall includes such facilities as laundry, optical shop, barber/beauty shop, etc. These facilities are approximately 2-1/2 miles south of DEOMI and located next to the commissary. Civilian students are authorized use of the mall/base exchange. THEY MUST RESIDE IN GOVERNMENT LODGING AND HAVE THEIR ORDERS STAMPED BY THE LODGING OFFICE OR PASS AND ID OFFICE, PLUS SHOW THEIR DoD ID WITH PICTURE. Civilian students are not authorized use of the base commissary.

d. Mini-Mall Facilities. The mini-mall is located at 514 Falcon Avenue (Building 415) and is a short walk from DEOMI and the lodging facilities. The mini-mall includes a barber shop, dry cleaners, post office, AAFES shopette, snack bar, clothing sales store, Traffic Management Office (TMO), Cruise International Travel Office, and Tickets/Tours office.

e. Clubs.

(1) Officers' Club. Located at 259 N. Highway A1A (Building 250) on the beach, the club has a spacious lobby, a reading room, a dining room overlooking the Atlantic Ocean, an ocean lounge, and

main bar with large screen television. The club will honor your current home station club membership card. If you do not have a current home station membership card, you may arrange for a temporary membership. GS-09 and above are authorized to become members of the Officers' Club. Members must clear the club prior to departure.

(2) Noncommissioned Officers Club (NCO). Located at 1008 S. Highway A1A (Building 967) on the beach across from the Technical Laboratory, the club offers all the entertainment, good food, and conveniences found at any modern enlisted club. Dance nights, special price nights, and games are only a few of the events provided. The NCO Club offers cafeteria-style lunches and restaurant table service is available for evening meals. The club will also honor a current home station membership card. If you do not have a current home station membership card, you may arrange for a temporary membership. GS-08 and below are authorized to become members of the club. Students who become members while at PAFB must clear the club prior to departure.

f. Morale, Welfare, and Recreation (MWR). The Sports and Fitness Center, 1223 Atlas Avenue (Building 546), is operated by MWR and is open for all grades (officer, enlisted, and civilian). Base athletic and recreation facilities include racquetball, handball, softball, volleyball, swimming pool, beaches, picnic areas, yacht club, movie theater, tennis courts, bowling alley, running/bike areas, and a modern gym--most are within walking distance of the Institute and dorms. Many excellent public golf courses are located in the local area, and Patrick maintains its own 18-hole course. Hobby shops are provided for photography, ceramics, and auto repair. MWR operates a large boathouse, where you may rent motor-boats and purchase live bait and assorted fishing gear. A local operator's permit is required to rent boats and can be obtained at the base boathouse.

g. Banking/Check Cashing. The Space Coast Credit Union, 1303 Minuteman Street (Building 402), and Bank of America, located in the BX mall on South Patrick Drive, have both agreed to cash government checks for students assigned to DEOMI in a Temporary Duty (TDY) status at Patrick AFB. DEOMI students do not have to be members of either financial institution. Students will not be charged a fee for this check-cashing service. This service is limited to government-issued checks. Students must present a copy of their orders and their military or civilian ID card. Personal checks may be cashed in the Base Exchange, Officers' Club, NCO Club, Commissary, and Shoppettes. You must be a member to cash a check in the Officers' or NCO Clubs. Home base membership club cards are accepted. ATMs are available at the Space Coast Credit Union, Bank of America, and Mini-Mall Shoppette.

## **II-7 MEDICAL CARE**

a. Military. The 45th Medical Group Clinic is located on South Patrick Drive (Building 1380) approximately 2-1/2 miles from DEOMI. The sick call hours for DEOMI students is from 0730-0830 Mon thru Fri in the Flight Medicine office. Individuals going on sick call must have their ID card with them. Students are encouraged to call the Appointment Line at 4-8156 for same day appointments for treatment of acute illnesses and injuries. Reserve and Guard students must ensure the base clinic accomplishes Line of Duty paperwork whenever they are seen for an illness or injury. For life threatening after duty illnesses or injuries call 911, for less serious cases that require immediate attention, call 1-888-PAT-CURE for medical instructions or authorization for civilian medical care.

The Dental Clinic is located at 1389 S. Patrick Drive (Building 1371) approximately 2-1/2 miles from DEOMI. Dental sick call is 0730. Individuals going on sick call must have their ID card, be in uniform, and have their Dental Records with them. The Clinic's telephone number is 4-6366, but you cannot make an appointment unless you have been seen through dental sick call. These procedures are for emergency and non-routine dental work. Routine dental work should be done at your permanent duty station.

b. Civilian. Outpatient and emergency care, including hospitalization, are available through off base facilities. Individuals will be charged for the services rendered or will have it billed to their insurance.

c. Family Members. Military students are automatically enrolled in the Tricare program for medical services rendered. Family members of students should contact a PAFB Tricare health benefits advisor for information regarding the program.

d. Other than Emergencies. Procurement of eye glasses, prescription changes, and other specialized medical services are available only in emergency situations and should be done at the home base/station prior to departure. Bring a second pair of glasses with you. A commercial optical store is available in the BX mall.

e. Emergency Medical Care. No emergency medical care is available at the 45th Medical Group Clinic. Students must call 911 for emergency medical care.

f. Medical Clearance for Human Immunodeficiency Virus (HIV) Infection. Appointments are not required for HIV testing. If a student's next assignment requires that he/she receive a medical clearance for HIV infection, he/she should be tested as soon as possible after arriving at DEOMI. ALLOW AT LEAST 60 DAYS FOR CLINIC PROCESSING.

## **II-8 RELIGIOUS SERVICES**

The Chaplain's Office, 357 Titan Road (Building 440), can provide detailed information about religious activities. Additionally, there are numerous churches, synagogues and a mosque in the local area.

## **II-9 PRIVATELY OWNED VEHICLES (POV)**

a. A POV is not a necessity while attending the DEOMI course. However, since the base is somewhat isolated, a vehicle is advantageous to visit neighboring areas. The commissary, hospital, dental clinic, and BX are 2-1/2 miles south of the Institute and lodging. Local public transportation is minimal. Transportation, including taxi, is infrequent and expensive.

b. If your vehicle was registered at your last duty station and has a DoD decal (DD Form 2220) that is currently affixed to your vehicle bumper or windshield, you do not need a tem-

porary pass. If you do not have a current decal, you will be issued a temporary pass during in-processing. Proof of insurance and vehicle registration is required.

c. Air Force policy requires that everyone driving or riding in a motor vehicle on base wear a seat belt. It is also a Florida law that seat belts be worn when operating a motor vehicle. There are no exceptions to this policy. It applies to both government and privately owned vehicles. It is the driver's responsibility to ensure riders wear seat belts. For those individuals receiving citations on base, driving privileges will be suspended as follows:

- First violation: 2 weeks (14 days)
- Second violation: 3 months (90 days)

If you drive or ride in a motor vehicle, BUCKLE UP! It's for your protection and for the safety of your passengers. It's common sense, and it's the law.

d. Parking: Students are not allowed to park around Buildings 530, 559, 560, 561, or any parking places that are designated or reserved for others. During normal duty hours, students may park in the following locations:

- Behind Building 575 (Security Forces Building), 1029 Atlas Avenue.
- On the east side of the bowling alley (Building 732), next to the Stephens Memorial Softball Field.
- Parking lot next to the enlisted dorm and across from the gym and Sports Fitness Center.

e. Retreat on an Air Force Base. The national anthem is played at 1630; if you are walking - stop and salute; If you are in a car - stop and remain in your car until the national anthem is finished, then proceed.

## **II-10 PERSONAL FIREARMS**

Students are discouraged from bringing firearms with them to the Institute. Students who do bring firearms must report to the Base Security Forces Station, 1029 Atlas Avenue (Building 575), immediately upon arrival. Firearms will only be stored in the Security Forces Armory. Firearms will not be stored or maintained in the student's dorm room or POV.

## **II-11 PERSONAL HIGH-VALUE ITEMS**

Students are encouraged to engrave their high-value items with personal identification markings.

## **II-12 BEACH CURFEW**

The security forces enforce a curfew from dusk to dawn for the stretch of beach between the Officers' Club and the NCO Club.

## II-13 IMPORTANT PHONE NUMBERS

Defense Switched Network (DSN) 854-xxxx or Commercial 321-494-xxxx. DEOMI's Staff Duty Officer (SDO) handles emergency situations that occur during non-duty hours. The SDO pager number is listed below. Once you hear the beep, enter the number you are calling from and hang up. To use a phone on the base, use the following prefix: Defense Switched Network (DSN) 94-xxx-xxxx; Commercial local off base only 99-xxx-xxxx; On base 4-xxxx

<u>DEOMI</u>		<u>PATRICK AFB</u>	
Commandant	494-6976	Base Security Forces	494-2008
Executive Officer	494-6977	Crime Stop	494-7777
Superintendent	494-7897	Hospital Emergency	911
Director of Resource Management	494-6979	Space Coast Inn	494-2075
Student Management	494-5381	CI Travel (Official)	494-7286
Director of Academics	494-7292	CI Leisure Travel	494-4155
<u>NON DUTY CONTACT NUMBERS</u>		Transportation	494-2961
(Primary) Superintendent		American Red Cross	494-2402
(321) 266-4679		Base Chaplain	494-3213
(Alternate) Executive Officer		Command Post	494-7001
(321) 591-8250		Incoming Household	494-5962
		Outgoing Household	494-4964
		Passenger Travel	494-4623

Students may be contacted in their rooms or on the telephone answering service before/after class by calling: Commercial (321) 783-8511 or DSN 854-2075 plus 1 plus the student's room number. EXAMPLE: (321) 783-8511-1-XXXX.

## **STUDENT RESPONSIBILITIES (SECTION III)**

### **III-1 MILITARY BEARING AND CONDUCT**

Students are expected to comply with Service directives concerning customs, courtesies, proper uniform wear, and appearance. As a student in this joint-Service environment, you will become familiar with the ranks and insignia of the other Services.

Students must adhere to the Service regulations and policies concerning fraternization and conduct themselves in a manner which ensures that proper relationships are maintained.

### **III-2 DISCIPLINARY ACTIONS**

Students who fail to maintain the standards of professional conduct or behavior required by the Institute, Patrick AFB, or the appropriate Service, on or off duty, will be processed for appropriate disciplinary action to include possible disenrollment.

### **III-3 CHAIN OF COMMAND**

The chain of command for academic, administrative, and disciplinary matters, as outlined in DE-OMI's Operating Instructions (OI's), commences with the group trainers, flows through the Director of Academics, the Superintendent, and finally to the Commandant.

### **III-4 COURSE POLICIES**

- a. You are responsible for all assignments given in class, on the schedule, and in the syllabus.
- b. All assignments are due at the start of the scheduled periods. Failure to turn in an assignment or give an oral presentation when scheduled may result in a score of zero. Substandard work will be graded and returned for you to correct.
- c. It is your responsibility to contact your trainer to clarify your lesson assignment, to make up work missed due to absence, and to explain your absence if you know in advance.
- d. A misunderstanding is not an acceptable reason for failure to comply with course or Institute policy.
- e. You must personally prepare all graded written exercises and speeches. Specifically, you must:
  - (1) Write your own papers without assistance.



(2) Write your own speeches.

(3) Prepare your own visual aids.

f. Speech material shall be in good taste. If you have a doubt about the appropriateness, check with your trainer(s).

g. Your trainer is required to keep your graded work. You may review your work anytime by contacting your trainer. It makes no difference whether or not the work was reviewed in class.

h. Cheating will result in dismissal and award of a course grade of "F." Uniform Code of Military Justice action, as appropriate, will be considered.

i. Overall Performance. Trainer(s) will give student(s) counseling and feedback. Students are encouraged to strive for higher level of skill development, even if minimum standards are met.

j. Unsatisfactory or poor performance will be handled IAW established procedures.

k. Professional Infraction(s). Students may be required to appear before the Commandant or a Faculty Board for any of the following infractions:

(1) Action(s) detrimental to good order and discipline (fighting, discrimination or slurs of another's ethnicity, gender, or religion, and drug or alcohol violations).

(2) Any UCMJ violations.

(3) Failing to maintain standards of professional military behavior as outlined in Service regulations or policies.

(4) Plagiarism. (Using someone else's work, without giving credit, as your own will result in disenrollment from the course.)

l. Behavioral Observations. Students may be required to appear before the Commandant, DA, or Faculty Board based upon the severity of a single negative behavioral observation, or the accumulation of three or more negative behavioral observations.

m. Personal Issues. Students may be required to appear before the Commandant, DA, or Faculty Board when personal issues are interfering with their group participation and involvement, or when disenrollment would be in the best interest of the individual.

### **III-5 ACADEMICS**

a. Tutoring and Remediation. Tutoring is a special lesson review given by the primary instructor for each testable lesson. Instructors are available to provide extra instruction by mutual agreement. Don't

wait until you are failing to ask for help, if you are having difficulty comprehending or retaining the course materials get help immediately. Students may seek out instructors after each exam for remediation on failed lessons.

b. Conferences. You may request a progress review conference with your trainers at any time. We are interested in your progress and your successful achievement of course objectives. A conference session does not have to be limited to course objectives. Our main concern is you, the student. We are dedicated to helping you define and reach your goals, increasing your chances for success, and helping you work through problems.

c. Small Group. Much of the learning activity is designed to take place in group discussion. This requires a climate in which learning and growth can occur. You are expected to conduct yourself in the same courteous manner and practice the same military customs observed throughout the armed services.

Trainers and students alike are responsible for maintaining proper decorum and a classroom environment in which all participants can engage in an exchange of ideas, feelings and opinions without fear of being intimidated or verbally attacked because others might disagree with their views. This is known as academic freedom as outlined in DEOMI OI 36-18. The guidelines for academic freedom are outlined at the onset of the course.

### **III-6 STUDENT BODY ORGANIZATION**

A class member will be designated as Class President. The student body will be divided into small groups for training purposes. A member of each group will be designated as group administrator. These roles are strictly administrative in nature.

### **III-7 STUDENT DISENROLLMENT**

The Commandant may disenroll a student for the following three basic reasons:

a. Administrative. Through circumstances beyond his or her control, a student is unable to complete the course. This includes prolonged illness, recall by the parent Service, and protracted absence.

b. Academic or Behavioral Deficiencies. A student who fails to meet the course objectives will be disenrolled and returned to his or her Service.

c. Personal Conduct. A student who does not maintain professional conduct or behavior required by the Institute, the host installation, or the appropriate Service, on or off duty, will be disenrolled and returned to his or her Service.

### **III-8 AWARDS PROGRAM**

The purpose of the student awards program is to stimulate healthy competition and recognize excellence. The program provides students the opportunity to be recognized for participating in the group process and for using their newly acquired interpersonal skills. The Commandant is the final approving authority for all awards.

### **III-9 CLASS ATTENDANCE/ABSENCE**

Be punctual; attendance at all classes conducted at the Institute is mandatory for students unless otherwise indicated on the class schedule.

If you need to be absent from class for any reason, submit a DEOMI Form 18 (Request for Absence from Class) through your Group Administrator to your Trainer. They will forward the request through proper channels to the DA for approval/disapproval. The request will then be forwarded to Student Management Section (RMMS). The student will sign out/in on the DEOMI Student Absentee Log located in the hallway in front of RMMS. Prior to an approved absence, you must contact your trainer/instructor and arrange makeup instructions.

### **III-10 AREA ABSENCE AND LEAVES**

Students departing at the end of the duty day and traveling out of the immediate area (immediate area is defined as anywhere within Brevard County) must sign out on DEOMI Form 9 which will be maintained by the student's trainers. This procedure is essential to maintain accountability of students for emergency notification purposes. Students will ensure the sign out log contains rank, name, destination (address), telephone number, and estimated time of departure and return. Trainers will turn these logs into RMMS NLT 1500 each duty day. The DEOMI Staff Duty Officer is responsible for obtaining copies of these forms from RMMS by COB each duty day.

Students desiring to miss class(es) in connection with a weekend must also complete a DEOMI Form 18 (Request for Class Absence) and route it for approval/disapproval.

Students departing the immediate area for more than 48 hours for a normal 2-day weekend or 72 hours for a 3-day weekend must submit a leave form. Leave will be charged for days exceeding the 48 hours or 72 hours time frame.

Students departing on emergency leave will submit a leave form for entire time away from duty.

DA will approve student class absence and leave requests. Requests will be routed for approval/disapproval as follows:

1. Equal Opportunity Advisor Course

Group Administrator - Notification

Trainer/Instructor - Approval/Disapproval (0-4 class hours missed)

Chief, Training Division – Approval/Disapproval (4-8 class hours missed)  
Director of Academics - Approval/Disapproval (over 8 class hours missed)

## 2. Equal Opportunity Advisor Reserve Component Course

Group Administrator - Notification

Trainer/Instructor - Approval/Disapproval (0-2 class hours missed)

Faculty Director - Approval/Disapproval (2-4 class hours missed)

Director of Academics - Approval/Disapproval (over 4 hours)

Civilian students are required to use sick or annual leave when away from class for any reason. When in a training status, civilians are required to work the hours according to the class schedule. If student downtime is authorized (example: 1/2 day before a long weekend with holiday), civilian students can receive that time if they are not departing the base. If they are departing the base, they must sign for leave (except weekends and holidays). Civilian leave forms must be submitted through the group trainers to the DA.

Emergency leave will normally be granted to members for family emergencies. The emergency must exist in the member's immediate family or the immediate family of the member's spouse. The immediate family member(s) includes parents, stepparents, spouse, children, sister, brother, or the only living blood relative.

If an emergency arises during duty hours, students should process the action through Resource Management. If an emergency arises during nonduty hours, students should contact the DEOMI Duty Officer at pager number 690-5604. The emergency leave can be approved by the Staff Duty Officer during nonduty days and hours. The Staff Duty Officer will be responsible for notifying DA, Student Management and the Superintendent, prior to the student departing on emergency leave.

Students requiring Red Cross financial assistance, prior to departing, should take a copy of their Leave and Earning Statement to the Red Cross Office located in the Family Services Office, 842 Falcon Avenue (Building 722), Room 122, or call 4-2402. This will expedite the loan. The Patrick AFB Red Cross Office is open from 0900 to 1600, Monday through Friday, except holidays. After hours, weekends, and holidays the Base Command Post must be contacted at 4-7001.

Travel reservations may be made through the CI Leisure Travel Office located inside the BX mini-mall or by calling 4-5158. Students should ask if there is a bereavement or compassion fare; and if so, how to obtain it. The travel office can provide you a transportation cost; and if needed, you should proceed with this information to the Red Cross Office for financial assistance.

## III-11 FOOD IN CLASSROOMS

Food is not permitted in the auditorium. Beverages are allowed if they are in spill proof containers. Food and beverages are permitted in the small group classrooms. Place trash in the proper receptacles. Students are responsible for policing the classrooms and snack area.

### **III-12 COMMANDANT'S AND SUPERINTENDENT'S OPEN-DOOR POLICY**

The Commandant and Superintendent will see students at anytime. Simply speak with the Commandant's secretary to arrange an appointment. However, your chain of command should be given a chance to resolve your concern prior to seeking the Commandant's or Superintendent's intervention.

## **EQUAL OPPORTUNITY ADVISOR COURSE (PATRICK AIR FORCE BASE, FLORIDA) (SECTION IV)**

### **IV-1 CURRICULUM**

Originally, the course was primarily designed to foster race relations training. In 1978, training in EO officer skills was added to assist commanders in developing programs to correct EO deficiencies. Students are currently taught how to assess the organizational climate of a unit, develop programs to address any inequities noted, and evaluate the programs.

Subject areas include individual, group, and organizational behavior. Race, gender, religious, and ethnic discrimination are discussed along with the impact of cultural/ethnic differences on individual, institutional, and cultural levels. Additionally, the study of the cultural, historical, and sociological perspectives, as well as the contemporary issues of Americans are covered. Information on the specific EO/human relations programs and procedures for each of the Services and an extensive practical application requiring students to demonstrate prior learning in a duty-oriented work setting are important parts of the curriculum. All students should bring the following:

- 3 copies of orders
- ID card
- Proof of automobile insurance and vehicle registration if bringing a POV or rental car (if you do not already have a DoD sticker affixed to your windshield)
- Copies of advance per diem pay documents
- Termination of Government Quarters certificate (used to verify that BAQ and VHA have been restarted for active duty students)
- Health records
- Copy of DD Form 93 (Emergency Notification Data)
- Copy of SGLI 29-8286
- 2 copies of profiles

Students are also advised to bring one or two large 3-ring binders to hold the numerous loose class material distributed throughout the course. Students should also bring a sufficient amount of pens, pencils, highlighters, writing pads, etc. These items are not provided by the Institute.

Students TDY and return requesting leave in conjunction with TDY must have an approved leave form from your parent unit prior to graduation. Only students TDY en route will receive an LES while at DEOMI. You should make arrangements with your parent unit to receive your LES if you are in a TDY and return status.

## **IV-2 ADVANCE/ACCRUAL PER DIEM**

Students who are in a TDY/TAD and return status **must** make arrangements with their respective comptroller or supporting Finance and Accounting Office for advance and/or accrual per diem prior to departing. Army, Navy, Marine Corps, and Coast Guard students who are TDY/TAD enroute are authorized an advance payment for per diem and billeting costs for the length of the TDY/TAD. Members must submit a voided or copied check (Deposit slips will not suffice).

**Army soldiers TDY enroute must ensure that their leave forms start the day they depart and cover the entire TDY period ending either on the report date to new unit or their port call. This will ensure their pay does not stop while in a TDY status.**

Air Force students are expected to have an Government Credit card and, if TDY en route, can be paid interim accrual per diem every 30 days while at DEOMI. Army, Navy, Coast Guard, and Marine Corps students TDY/TAD en route to a new base/post can be paid advance per diem while at DEOMI.

## **IV-3 STUDENT WEIGHT MANAGEMENT**

Military students arriving at DEOMI must be within their Services' prescribed weight standards. All army and marine students will be screened on the morning of the physical fitness test. Tape tests conducted at student's unit prior to arrival will not be accepted. Military students confirmed as overweight will be reported to their Service for appropriate administrative action and disenrollment. For Army students, the Academic Evaluation Report (DA Form 1059) cited in Army Regulation (AR) 623-1, will indicate that the soldier is a nongraduate. The reason for nongraduate status will be annotated as failure to successfully meet the weight standards of AR 600-9.

## **IV-4 PHYSICAL FITNESS**

Students are responsible for maintaining the level of physical fitness specified by their Service. Army and Marine students in the EOA Course will take a Physical Fitness Test for record. This includes National Guard and Reserve students on AT, ADT, and/or IDT attending the EOA resident course. The APFT will be taken within 72 hours of being here at DEOMI. Students who attain the minimum acceptable score on each event and an overall passing test score will graduate. Those who fail to attain minimum standards on the APFT (standard or approved alternate) must undergo remedial training. Those who fail to achieve the minimum passing score when retested will be disenrolled.

The Academic Evaluation Report (DA Form 1059) cited in AR 623-1, will indicate that the soldier is a nongraduate because of failure to meet physical fitness standards. Army students with a score of 270 or higher (90 points in all three events) will receive the Army Physical Fitness Patch.

#### **IV-5 MAILING ADDRESS**

Upon arrival, EOA Course students will obtain a P.O. Box at the Postal Service Center, 426 Falcon Avenue (Building 424), next to the Mini-Mall. There is no charge for the mailbox. Mailboxes at the Postal Service Center must be checked daily. To have your mail forwarded prior to getting your mailbox, use the following General Delivery address:

**Rank and Full Name ( DEOMI Class #)  
426 Falcon Avenue  
Unit 7999  
Patrick AFB, Florida 32925-5374**

Once students have obtained a P.O. Box (issued during in-processing), they must immediately notify all senders of mail of their new P.O. Box Number.

#### **IV-6 MAILING OF CLASS MATERIAL**

SPECIAL AUTHORIZATION. DEOMI students, upon completion of the EOA Course, are authorized to ship, free of charge, one box of training materials not to exceed 70 pounds or 108 inches in length and girth to their duty station only. Students desiring to mail class material to their home address must personally pay for it. RMMS will provide group administrators with one box and mailing label per student in their group. Boxes must be completely sealed and have one addressed typed mailing label (all capital letters) attached before going to the postal service center.

THERE IS A \$300 PENALTY FOR MAILING PERSONAL ITEMS. Students should enter the Post Office through the south (side) doors, take an immediate left, and go to the rear of the building for mailing of course materials. **DO NOT ENTER THE POST OFFICE THROUGH THE NORTH DOOR AND MAIL YOUR PACKAGES FROM THE CIVILIAN COUNTER---**  
**THIS SECTION CHARGES MONEY TO MAIL PACKAGES.** If you are not sure, ask the clerk if you are at the military section before committing yourself because there are no refunds.

#### **IV-7 SOCIAL FUNCTIONS**

Luncheons. No-host luncheons are held in conjunction with our guest lecture series. These luncheons afford the student an opportunity to meet with our guest lecturer in an informal and personal manner. Luncheon information will be distributed before each event.

#### **IV-8 STUDENT PHOTOGRAPHS**



A commercial photographer will take class and small group photographs. Date, time, location, and uniform will be published. Photos will be paid for at the time a student places the order and will be delivered prior to graduation.

# EQUAL OPPORTUNITY ADVISOR RESERVE COMPONENT COURSE (SECTION V)

## V-1 CURRICULUM

Originally, the course was primarily designed to foster race relations training. In 1978, training in EO officer skills was added to assist commanders in developing programs to correct EO deficiencies. Students are currently taught how to assess the organizational climate of a unit, develop programs to address any inequities noted, and evaluate the programs.

Subject areas include individual, group, and organizational behavior. Race, gender, religious, and ethnic discrimination are discussed along with the impact of cultural/ethnic differences on individual, institutional, and cultural levels. Additionally, the study of the cultural, historical, and sociological perspectives, as well as the contemporary issues of Americans are covered. Information on the specific EO/human relations programs and procedures for each of the Services and an extensive practical application requiring students to demonstrate prior learning in a duty-oriented work setting are important parts of the curriculum.

## V-2 REPORTING AND IN-PROCESSING

Report one day prior to class start date directly to VOQ/VAQ, Space Coast Inn, 820 Falcon Avenue (Building 720), for lodging assignment. Reservations have already been made for you. Check-in is not earlier than 1500 and not later than 2400. If you cannot check-in by 2400, you must call DSN 854-2075 or Commercial (321) 494-2075. Students arriving prior to the report day **must** contact the Student Management at DSN 854-5381 or Commercial (321) 494-5381. Civilians attending any course and have a disability or any other special needs, must call Student Management at the numbers listed above.

Centralized in-processing will be held at the Major General Lucius Theus Auditorium, located at 1230 Jupiter Street (Building 530), on the start date of each class. Service representatives will be available for personnel and administrative matters. All students should bring the following:

- 3 copies of orders
- ID card
- Proof of automobile insurance and vehicle registration if bringing a POV or rental car (if you do not already have a DoD sticker affixed to your windshield)

Students are also advised to bring one or two large 3-ring binders to hold the numerous loose materials distributed throughout the course. Students should also bring a sufficient amount of pens, pencils, highlighters, writing pads, etc. The Institute does not provide these items. Although DEOMI provides computers and typewriters, availability is limited, so we strongly recommend you bring a personal computer or laptop.

### **V-3 ADVANCE PER DIEM/TRAVEL PAYMENTS**

All personnel attending courses at DEOMI should arrange with their respective comptroller or supporting Finance and Accounting Office for advance payment of per diem.

### **V-4 STUDENT WEIGHT MANAGEMENT**

Military students arriving at DEOMI must be within their Services' prescribed weight standards.

### **V-5 PHYSICAL FITNESS**

Students are responsible for maintaining the level of physical fitness specified by their Service. No APFT will be given to Reserve/Guard students attending the EOARCC.

### **V-6 MAILING ADDRESS**

Students attending the EOARCC will not be issued a P.O. Box and are discouraged from having their mail forwarded to DEOMI. However, if the need arises students may use the address below:

**Rank and Full Name (Class #)**  
**DEOMI**  
**740 O'Malley Road**  
**Patrick AFB, Florida 32925-3399**

### **V-7 MAILING OF CLASS MATERIAL**

SPECIAL AUTHORIZATION. DEOMI students, upon completion of the EOARCC course, are authorized to ship, free of charge, one box of training materials not to exceed 70 pounds or 108 inches in length and girth to their duty station only. Students desiring to mail class material to their home address must personally pay for it. RC staff will provide group administrators with one box and mailing label per student in their group. Boxes must be completely sealed and have one addressed typed mailing label (all capital letters) attached before going to the postal service center.

THERE IS A \$300 PENALTY FOR MAILING PERSONAL ITEMS. Students should enter the Post Office through the south (side) doors, take an immediate left, and go to rear of the building for mailing of course materials. **DO NOT ENTER THE POST OFFICE THROUGH THE NORTH DOOR AND MAIL YOUR PACKAGES FROM THE CIVILIAN COUNTER---THIS SECTION CHARGES MONEY TO MAIL PACKAGES.** If you are not sure, ask the clerk if you are at the military section before committing yourself because there are no refunds.

### **V-8 SOCIAL FUNCTIONS**

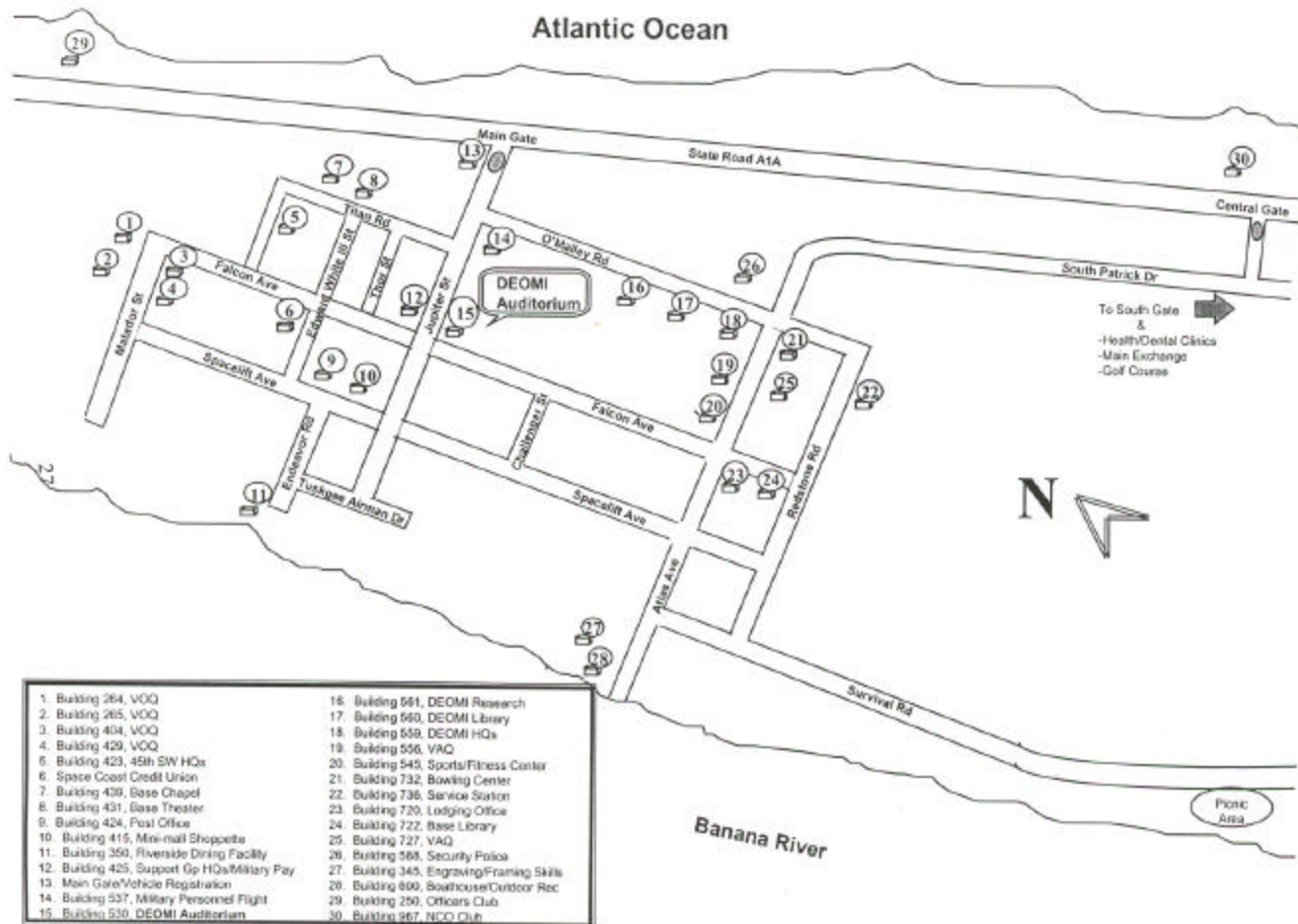
Usually one class social is scheduled. Dress is casual and the date, time, and cost will be provided at in-processing.

#### **V-9 STUDENT PHOTOGRAPHS**

A commercial photographer will take a class photograph during the resident of the EOARCC. Date, time, location, and uniform will be published. Photos will be paid for at the time a student places the order and will be delivered prior to graduation.

#### **V-10 GRADUATION**

At the completion of Phase II course of instruction, a graduation ceremony will be conducted in order to recognize students' accomplishments. Family members, guests, and commanders are cordially invited to attend the graduation ceremony. Graduation will be conducted at a location and time to be announced.



**EQUAL OPPORTUNITY ADVISOR COURSE  
PROFESSIONAL EDUCATION CENTER (PEC)  
NORTH LITTLE ROCK, ARKANSAS  
(SECTION VI)**

**VI-1 CAMP ROBINSON, PEC (VIA AUTO)**

If you arrive in North Little Rock by POV from I-40, take Exit 150, Burns Park, and follow signs to Camp Robinson (McArthur to Military Rd., then make a right on to Missouri). The Professional Education Center (PEC) is located at Camp Joseph T. Robinson, North Little Rock, Arkansas. Once on Camp Robinson, proceed to Independence Hall, Building. 1401.

**VI-2 CAMP ROBINSON, PEC (VIA COMMERCIAL AIR)**

Transportation to the PEC from the Little Rock Airport (Adams Field) is provided on Sundays and Mondays only. Scheduled transportation is provided as follows: 1100, 1300, 1430, 1500, 1530, 1630, 1800, 2000, and 2200. Buses/vans departing for PEC leave from the exits adjacent to the baggage claim area. Personnel requiring transportation to the PEC who arrive at times when scheduled transportation is not available as noted above (i.e. after 1100 but before 1300) must call Commercial (501) 212-4700 (DSN 962-4700) using the courtesy telephone located in the main terminal building at the far east end of the Baggage Claim Area, adjacent to the other local area courtesy phones to have transportation dispatched for pick-up. It is approximately a 1-hour round trip from PEC to the Little Rock Airport.

When the PEC Shuttle is not available, you must use commercial means (taxi numbers are: Black & White Cab 374-0333, Capitol Cab 568-0462). Approximate cost is \$17.50 (save your receipt).

**INITIAL IN-PROCESSING IS CONDUCTED AT THE REGISTRATION DESK, FIRST FLOOR, INDEPENDENCE HALL, BUILDING 1401. AT THIS TIME YOU WILL SIGN-IN ON A CLASS ROSTER, RECEIVE YOUR ROOM KEY, AND ANY OTHER PERTINENT INFORMATION ON YOUR CLASS. ADDITIONALLY, YOU WILL BE REQUIRED TO TURN IN ONE COPY OF YOUR TRAVEL ORDERS. IF YOU ARE ARRIVING BY COMMERCIAL AIR, A COPY OF YOUR FLIGHT ITINERARY SHOWING YOUR NAME, COST OF FLIGHT, AND BILLING INFORMATION WILL BE NEEDED FOR RESOURCE MANAGEMENT.**

**THE REGISTRATION DESK IS OPEN 24 HOURS A DAY, 7 DAYS A WEEK. STUDENTS, AND VISITORS SHOULD PLAN TO ARRIVE AT PEC NO LATER THAN 1830. EARLY OR LATE ARRIVALS SHOULD BE COORDINATED IN ADVANCE WITH PEC REGISTRATION PERSONNEL AT COMMERCIAL 1-501-791-4700 OR DSN 962-4700. IF COMMERCIAL OR DSN TELEPHONE USE IS NOT AVAILABLE, CALL 1-800-276-4732 FOR OFFICIAL USE ONLY.**

### VI-3 HISTORY OF THE BASE

To learn more about Camp Robinson and PEC, log on to their web site at [www.ngpec.org](http://www.ngpec.org). This site offers a brief history of the base, site maps and more detailed information on facilities and services offered.

### VI-4 BASE FACILITIES

a. Lodging. Independence Hall has lodging space available on post for all DEOMI students. Students have private rooms with bathrooms. Rooms are equipped with a refrigerator, microwave, TV, iron, ironing board, and radio with an alarm clock. No electrical appliances intended for cooking or heating are authorized. **THE FURNITURE IS NOT TO BE REARRANGED.** Food must be stored in airtight containers or in the refrigerator after being opened. Pets are not allowed.

Individual rooms are vacuumed on a daily basis (Monday through Friday) and linen (to include towels and washcloths) is exchanged on Friday. On weekends trash is removed from common use areas only. Note: Housekeeping does not make beds! Linen is exchanged on Fridays only. You must strip your bed on Friday morning if you want clean linens.

Washers and dryers are located in the laundry room in each dormitory (no charge for use). There is a steam iron and ironing board available in each room.

A commercial dry cleaner is located in the lobby of the Canteen. It provides 1-day dry-cleaning and laundry service. Items in before 1530 may be picked up after 1600 the following day. Hours of operation are Monday-Friday 1000-1800. The phone number is 771-7740.

**MAINTENANCE PROBLEMS, QUESTIONS OR CONCERNS SHOULD BE REFERRED TO THE FRONT DESK OR THE MILITARY HOUSING MANAGER, AT EXTENSION 4700.**

Cooking is not allowed in dormitory rooms. Barbecue grills are located at the softball field, Shiloh Pavilion, and on the east and west ends of Liberty Hall. Shiloh Pavilion may be reserved by calling Freedom Hall, extension 4660.

Lodging **IS NOT** available for families. Students are discouraged from bringing their families with them while attending DEOMI. Students **WILL NOT** be issued a statement of non-availability for lodging and **WILL NOT** be authorized TDY lodging entitlements for off-base residence. This **IS NOT** to be confused with subsistence allowances that will be paid regardless of where a student resides. For subsistence allowance information, students should refer to the next paragraph of this handbook under Dining Facilities.

Male and female custodians work in dormitory areas. Please dress appropriately when outside your room. Since their job is to serve you, please bring any of your concerns to the Military Housing Manager, extension 4700, or notify the registration desk personnel.

b. Dining Facility

A dining facility is located in Militia Hall. It is operated by MWR and you can expect to pay slightly more than you normally would at an army dining facility. For this reason, you are authorized full per diem which is currently \$32 per day. The dining is open seven days a week.

Bathing suits, fishnet type shirts, excessively abbreviated or revealing clothing, short shorts, un-hemmed cutoffs, midriff tops, halters/tube tops, sleeveless garments (like sweatshirts, athletic jersey shirts, and tank tops), shower shoes, undershirts or other clothing intended for wear as under garments will not be worn in the dining facility.

c. Banking

Arkansas Federal Credit Union, Camp Robinson Branch, Building 5400, Canteen

Hours: Monday - Friday: 1000-1300 and 1400-1700

Check cashing services are available for members only. An ATM machine is available for use by nonmembers.

Personal checks may be cashed at Little Rock Air Force Base (LRAFB) BX (\$150.00 maximum per day). LRAFB is approximately 12 miles from PEC. A shuttle bus service is provided on Saturdays.

d. Barber/Beauty Shop

Camp Robinson Canteen Barber Shop (ID required when not in uniform)

Hours: Monday - Friday: 0900-1800

Saturday: 0700-1600

Sunday: Closed

e. Exchange Services

Located in Building 5400 (by the swimming pool), the Canteen is within walking distance from all dormitories. The Canteen has small convenience items such as food, toiletries, and some issue items. No alcoholic beverages are sold on Sundays.



Although similar to a shoppette, the Canteen is operated by MWR, not AAFES. Prices on some items, especially uniforms, are slightly higher. Also, unlike AAFES, alterations on uniform items are at your expense.

The Canteen is open Monday-Friday 0900-1900, Saturday 0900-1800, and on Sunday 1200-1700. The Canteen phone number is (501) 212-9017.

The Canteen does accept credit cards (VISA and Master Card), but will not process Deferred Payment Plan (DPP) purchases. Civilians must present a copy of their Orders/DA Form 1610, etc., and an ID card in order to make purchases.

f. Little Rock Air Force Base (LRAFB)

The phone number for LRAFB information is (501) 987-1110 (DSN 731-1110)

LRAFB is located approximately 12 miles from Camp Robinson and offers a full range of exchange services. A shuttle bus service is furnished on Saturdays. Check with the transportation section at the Registration Desk in Independence Hall for details.

Base Exchange Hours

Monday - Saturday 0900-2000

Sunday 1100-1800

Clothing Sales

Monday - Friday 0830-1800

Saturday 0900-1600

Air Force items and some Army items can be purchased at Clothing Sales.

Commissary Hours

Monday Closed

Tuesday, Wednesday, Friday 0900-1900

Thursday 0900-2000

Saturday 1100-1600

Master Card and Visa accepted for all purchases. Proper ID is required.

g. Learning Center/Library

Located in Lexington Hall, the library provides personnel with reading material for almost every interest. For your military needs there are ARs, NGRs, FM's, and DA Pams. Personal leisure reading is available as well as board games. Computers, typewriters, VCRs, and microfiche readers are available. The Learning Center also has personal computers available for student use in the Computer Lab.

Hours: Sunday 1300-2100, Monday through Thursday 0730-2100, Friday 0730-1600

h. Swimming Pool

The Arkansas National Guard operates the swimming pool. Admission is \$1.00. Hours: Daily 1000-2000 (Memorial Day through Labor Day)

Note: Based on the potential disease and highly poisonous snake population, the streams and lakes on Camp Robinson are off limits to swimming or wading.

i. Recreation

Students and visitors must provide proper ID to use the facility/equipment and sign in on Freedom Hall roster. Appropriate clothing (warm-up suit, gym shoes, etc.) is required. Picnic areas may be reserved, fishing permits issued, and intramural sports are controlled by this center. Reflective vests are available from Freedom Hall.

Freedom Hall (Bldg. 6404) Hours:

Monday - Friday 0600-2000

Saturday 0800-1800

Sunday 1200-1800

**Rock Restaurant and Lounge.** The Rock Restaurant and Lounge, operated by MWR, is located in the Canteen, Bldg. 5400, on Missouri Avenue. The Rock Lounge is an all ranks club. There is no cover charge. The restaurant is open daily for lunch and on weekends for breakfast, phone 758-8468.

Restaurant:

Monday – Thursday 1100-1900

Friday 1100-1400

Saturday and Sunday 1100-1300

Lounge:

Monday - Saturday 1530-2130

**Shiloh Pavilion.** The pavilion may be reserved for class functions by contacting Freedom Hall, extension 4660, during the duty day (a \$25.00 deposit may be required).

## **VI-5 MEDICAL CARE**

The Troop Medical Clinic can provide medical care to all active duty, AGR, and Traditional Guardsman (not in technician status). Technicians will receive medical care at a local medical facility in North Little Rock.

Report to Registration prior to reporting for sick call. Sick Call is from 0700-0800, Monday through Friday. Sick Call is conducted at the Troop Medical Clinic, Building 6500. The phone number for the clinic is 212-5262. A DD Form 689 must be taken with you.

Appointments can be made with the Troop Medical Clinic from 0900-1430, Monday, Wednesday and Friday, and from 0900-1030, Thursdays. Emergency treatment will be provided when the clinic is open. The Troop Medical Clinic is open from 0700-1530, Monday through Friday.

Although the Clinic can write prescriptions, it does not have a pharmacy and can not fill them. All prescriptions must be filled at the Little Rock AFB Pharmacy (approximately 12 miles away). Therefore, **soldiers currently on medications are strongly encouraged to bring at least a 90 day supply with them.**

Emergency room facilities are not available at Camp Robinson or Little Rock AFB. Soldiers requiring emergency treatment will utilize TRICARE at a local civilian hospital.

## **VI-6 RELIGIOUS SERVICES**

The Camp Robinson Chapel is located on Missouri Avenue across the street from PEC. Inter-denominational services are at 0800 each Sunday. Information on off-post worship services can be obtained by calling the Chaplain at extension 5621 or by consulting the yellow pages.

## **VI-7 PARKING**

Designated student/attendee parking areas are located by each dormitory. Parking on the grass is prohibited. Students may park in any area that does have reserved parking signs. Some parking areas have been designated as PEC Staff and Faculty Parking Only. Students should not park in these areas.

## **VI-8 PERSONAL FIREARMS**

Personal firearms are not permitted anywhere at the PEC.

## **VI-9 ADDRESS FOR MAIL TO STUDENTS/ATTENDEES**

Rank & Name  
DEOMI, Course Name & Number  
P.O. Box 797  
North Little Rock, AR 72115-0797

A DEOMI Staff Member will pick up mail at the mailroom. The Class Leader (or designee) will pick up Student mail by the secretary's desk. Mail is taken to the U.S. Post Office daily, Monday - Friday at 1430. No mail runs Saturday or Sunday. A Postal Service mailbox is also located in front of the Canteen and Independence Hall. Stamps may be purchased at the postage machine next to the registration desk in Independence Hall or at the Camp Robinson Post Office.

UPS or Federal Express packages should be sent to the following address:

Rank & Name  
4<sup>th</sup> St., Lexington Hall, Bldg. 3401  
North Little Rock, Arkansas 72118

## **VI-10 UNIFORM REQUIREMENTS**

Class A, Class B, and BDUs. Female students are required to bring both slacks and skirt.

Physical training (PT) will take place during the Service Specific portion of the course, and PT uniform will be worn (student need to bring all components of the PT uniform because Arkansas' weather can be unpredictable).

## **VI-11 PEC POLICY ON DRUGS/ALCOHOL**

The consumption of alcohol in any form is strongly discouraged. Alcohol MAY NOT be consumed in the following areas: Registration, to include the outside break area, any parking lot or billet hallway. "Beer busts" are prohibited. Alcohol may be consumed in moderation in the following areas: inside student billets provided no more than three people are in the room, in student break areas and in the designated picnic areas.

Any alcohol related disturbance and/or the possession of illegal drugs is cause for expulsion from DEOMI. The individual will be relieved immediately and returned to home station. A letter will be sent to the appropriate command notifying them of the reason for expulsion.

Local law enforcement agencies are alert for drunken drivers. DWI can cost you your driver's license for 6 months (resident or nonresident). Failure to submit to a breathalyzer test results in two charges; DWI and refusing to take a breathalyzer test. Penalties for possession, sale, and/or use of illicit drugs are very severe in Arkansas. Local guidance/assistance can be obtained from:

Alcoholic Anonymous  
1210 Wolfe Street, Little Rock, AR  
Telephone: (501) 372-6040

## **VI-12 SMOKING**

Smoking is prohibited inside all buildings at PEC. **THIS INCLUDES BILLETING.** Shiloh Pavilion is a designated smoking facility and is located at the east end of Liberty Hall. Each building has designated outdoor smoking areas. Smoking is not permitted near the entrances of buildings.

## **VI-13 WEATHER**

**Severe Weather.** Local TV stations maintain severe weather watches and transmit warning symbols on the lower left of the screen. The PEC maintains a weather-alert radio. Camp Robinson fire/security station monitors severe weather bulletins. Camp Robinson is in Pulaski County near the center of Arkansas.

**Tornado Watch.** Tornado producing weather conditions exist.

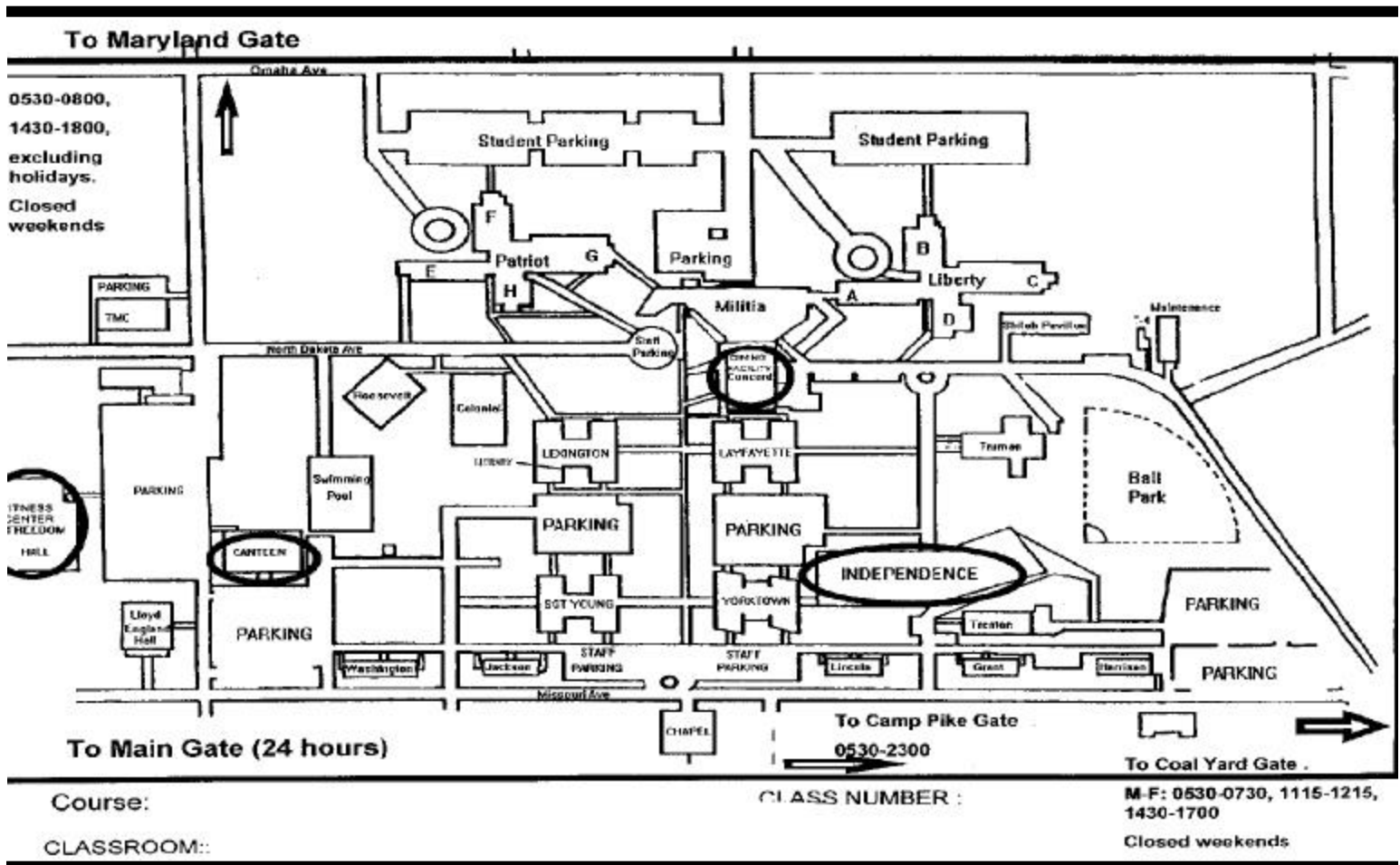
**Tornado Warning.** Tornadoes have been observed in a given area. Should the warning sirens be sounded in the PEC area, a tornado has been sighted in close proximity or is moving toward the camp. All personnel should move inside to an area that offers the best protection, away from windows and doors (i.e. in the halls or latrines). Personnel in multi story buildings should move to ground level. When a tornado warning is in effect for Camp Robinson, the fitness center will close for the duration of the warning. Students using facilities should return to their respective dormitories.

## **VI-14 ADDITIONAL INFORMATION**

Student responsibilities and course specifics are explained in detail in sections III and IV of this handbook. Students are encouraged to contact the DEOMI West Staff at (501) 212-4775/4776 (DSN 962-4775/4776) for further information.

## **CONCLUSION (SECTION VII)**

We have provided you a lot of information, and we are sure many of the policies, standards, and guidelines we have discussed are not so different from those you have become accustomed to. We encourage you to use this document as a guide to help you through your stay at DEOMI. If you have any questions we have not answered or desire clarification of anything we have presented, you can address them to the RMMS. As you embark on this new, challenging, and exciting tour of duty as an EEO or EOA, we encourage you to continue your pursuit of excellence. If you keep the policies, standards, and guidelines we have presented in mind, we are sure you will not only succeed as a student, but you will also help us achieve our objective to return you to your Service as a fully qualified, highly motivated EOA or EEO.







## APPENDIX

### A-1 SYNOPSIS OF DEOMI RESIDENT COURSES

a. Equal Opportunity Advisor Course. The Equal Opportunity Advisor (EOA) Course is a 68-day training course. The curriculum develops a base knowledge and skills that allows graduates to assess human relations climates in the organizations they serve, and to provide advice and assistance to commanders to prevent, reduce, or eliminate discriminatory practices. The course uses a building-block concept. Studies progress from communications to individual and group behavior, through studies of major ethnic groups, aspects of power and discrimination, EO advisor skills, and concludes with Service specific training. Instructional methodologies include: lectures, visual media, guest speakers, case studies, seminars, small group processing, role playing, student exercises, and student presentations. Graduates are qualified to serve as full-time EOAs.

b. Equal Opportunity Advisor Reserve Component Course (EOARCC). The Reserve Components Course is equivalent to equivalent to the EOA Course. Phase I consists of a two part nonresident course of study that focuses on the Interpersonal Awareness, and Ethnic Studies and is accomplished through Distributed Learning (DL)/correspondence. After completing all modules and passing the exam(s) with a 70% or better in Phase I, students are eligible to complete Phase II. Phase II is three weeks of resident training that focuses on small group activities conducted to enhance the DL portion and the Dynamics of Power. Phase II also includes four days of Service specific training. Graduates are qualified to serve as EOAs in Reserve and National Guard Units.

c. Equal Opportunity Program Manager Course. The Equal Opportunity Program Managers Course is a 6-week course for officers and senior noncommissioned officers who are not practitioners, but have overall responsibility for managing the organization's equal opportunity program. The course focuses on organizational issues and certifies attendees to be qualified Equal Opportunity Program Managers. The course entails a 3-week core portion and a 3-week Service specific portion. The attendees are integrated into the Service specific portion of DEOMI's EOA Course.

d. Senior Enlisted Equal Opportunity Workshop. The Senior Enlisted Equal Opportunity Workshop is a 5-day workshop designed for presentation to senior enlisted personnel of all Services. The goal of the workshop is to increase awareness, sensitivity, and understanding of EO issues and how they impact unit cohesion, mission accomplishment, and combat readiness. The program is divided into the following topic areas:

1. Socialization & Values
2. Dynamics of Power
3. Sexism & Sexual Harassment
4. Leading a Culturally Diverse Work Force
5. Contemporary (Emerging) EO Issues
6. Future Focus

The training methodology is interactive lectures, video presentations followed by discussions, case studies, and facilitated discussion. Facilitators are experienced subject-matter experts and graduates of DEOMI's EOA Course.

e. Equal Employment Opportunity Counselor Course. This course develops a base of knowledge and skills that allows graduates to serve as effective EEO practitioners at the entry level. Studies focus on the inter/intrapersonal and organizational aspects of EEO. Training progresses through understanding the causes and effects of discrimination, EEO programs for Federal employees/applicants for employment, civilian personnel/human resource management, valuing diversity, the roles and responsibilities of EEO Counselors/Assistants/Specialists, communication and interviewing, staff procedures, writing and briefing, documenting EEO inquiries, resolving EEO complaints (including Alternate Dispute Resolution (ADR)), evaluating EEO data, and preparing an Affirmative Action Program and other EEO reports. (2 weeks)

f. Equal Employment Opportunity Specialist Course. This course develops a base of knowledge and skills that allows graduates to serve as effective EEO advisors at the journey level. Studies focus on the statutory/legal as well as inter/intrapersonal and organizational aspects of EEO. The course builds on knowledge and skills gained through the EEO Counselors Courses and two or more years of full-time EEO experience. It provides students the skills needed to effectively implement EEO programs. The course reviews the causes and effects of discrimination, EEO programs for Federal employees/applicants for employment, civilian personnel/human resource management, valuing diversity, the roles and responsibilities of EEO Specialists, staff procedures, writing and briefing, and EEO complaints processing at the pre-complaint (informal) stage. It provides training on formal EEO complaints processing, Affirmative Employment Program planning/reporting, management of Special Emphasis/other EEO programs and resource management. (2 weeks)

g. Equal Employment Opportunity Officer Course. This course develops a base of knowledge and skills that allows graduates to manage effective EEO programs at the installation/activity/command level. It reinforces previous training on the inter/intrapersonal and organizational aspects of EEO. The course builds on knowledge and skills gained through the EEO Specialists Course and four or more years of full-time EEO experience. It provides students the skills Equal Employment Officers Course. This course develops a base of knowledge and needed to effectively manage EEO programs. It develops a value-based EEO program "leadership" concept, which reconciles the goals of Federal EEO Law, the impact of successful EEO programs on leadership, quality and mission accomplishment, and the reality of leading an EEO Program in a diverse force. The course develops a state-of-the-art knowledge of nondiscrimination, affirmative action, diversity, and human resource management issues through a series of student led symposia and presentations by experts in these areas. (2 weeks)

## **A-2 SYNOPSIS OF DEOMI EEO NONRESIDENT COURSES**

a. Introduction to EEO Counseling. This course develops a base of knowledge and skills that allows graduates to serve as effective collateral-duty EEO Counselors. It focuses on the inter/intrapersonal and organizational aspects of EEO. Training introduces the causes and effects of discrimination, EEO programs for Federal employees/applicants for employment, civilian personnel/human resource manage-

ment and valuing diversity. It concentrates on the roles and responsibilities of EEO Counselors, communication and interviewing skills, documenting EEO inquiries, and resolving EEO complaints (including Alternative Dispute Resolution). (1 week)

b. Senior Leaders EEO Seminar. This course builds on knowledge and skills acquired through training in civilian personnel supervision. It presents an in-depth orientation on EEO issues to military and civilian supervisors/managers who have significant management responsibilities in predominantly civilian work forces. It introduces participants to the causes and effects of discrimination, valuing diversity, affirmative action, dispute avoidance and authentic leadership. (2-3 days)

c. Alternate Dispute Resolution (ADR) Course. This course builds on knowledge and skills developed in previous DEOMI Civilian EEO or Military Equal Opportunity Advisor Courses. It provides participants with skills necessary to implement ADR procedures and mediate disputes at their commands/installations/activities. Graduates are certified to mediate civilian personnel and EO disputes within DoD. (4 days)

d. Special Emphasis Program Managers (SEMP) Course. This course develops a base of knowledge and skills that allows graduates to serve as effective collateral-duty Special Emphasis Program (Federal Women's, Black Employment, Hispanic Employment, Asian-Pacific Islander Employment, American Indian/Alaskan Native Employment, Americans with Disabilities Employment) Managers. It focuses on the inter/intrapersonal and organizational aspects of EEO. Training introduces the causes and effects of discrimination, EEO programs for Federal employees/applicant for employment, civilian personnel/human resource management and valuing diversity. It concentrates on the roles and responsibilities of SEPMs, communication skills, staff coordination, briefing skills, analyzing EEO data, and planning and managing effective Special Emphasis Programs. (1 week)

### **A-3 EO MOBILE TRAINING TEAMS (MTTs)**

DEOMI is capable of providing EO training outside the Institute in the form of MTTs. These teams are provided to requesting agencies to conduct Senior Leadership Equal Opportunity Training Seminars, workshops, administer human relations training, and facilitate discussions of contemporary EO issues. DEOMI's Director of External Training oversees the MTTs program and organizes teams to serve the specialized needs of the requesting organization once a written request is received and approved. Besides the Senior Leader Seminars, the MTTs conduct Senior Executive EO Seminars. This seminar is designed to enhance leaders' awareness of EO as a readiness issue. Newly selected Brigadier Generals, Admirals, and Senior Executive Service personnel attend the seminar. Seminars are scheduled throughout the year at various locations. It is a 2-day seminar focusing on current and future issues involving discrimination and harassment.